



HUMAN RESOURCES POLICIES AND PROCEDURES

Area: Leave Time

Subject: Holidays

Applies To: Campus employees

Sources:

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Page(s): 1 of 2

Purpose

This policy ensures a standard holiday benefit for Georgia Southern employees.

Policy

As per University System of Georgia policy, Georgia Southern University shall establish twelve (12) official paid holidays each calendar year for employees. Holidays are awarded in addition to earned vacation time to regular employees and faculty working one-half time or more, and shall be observed in accordance with the rules and regulations set forth by the respective institutions.

Procedure

1.0 Holidays

- a) The Vice President for Business & Finance will annually announce official observed holidays, which will be distributed through GSNEWS and posted on the HR website.
- b) Holidays that fall on a weekend will be observed on Friday or Monday. If the holiday falls on a Saturday, holiday time-off will be observed on Friday, the day before the official holiday. If the official holiday falls on a Sunday, holiday time off will be observed on Monday, the next day.
- c) Full-time non-exempt (biweekly) paid benefitted employees, who must work on a holiday, due to the operating demands or unforeseen emergencies of their department, will be given holiday pay in addition to the actual hours worked on the holiday. Holiday pay for full-time biweekly employees is eight (8) hours.
- d) Part-time non-exempt (biweekly) paid benefitted employees, who must work on a holiday, due to the operating demands or unforeseen emergencies of their department, will be given prorated holiday pay. Holiday pay for part-time biweekly employees is prorated based on the employee's FTE.
- e) Exempt (monthly) paid employees who must work on a holiday due to the operating demands

of their department or for an emergency will not receive an additional holiday or remuneration. Please contact Human Resources for further clarification.

2.0 Eligibility

Only benefitted employees working twenty (20) hours or more per week are eligible for paid holidays. Employees working less than 1.0 FTE will receive holiday pay on a pro-rated basis.

3.0 Pay for Holidays

- a) Eligible employees will receive pay equal to the number of hours they would have normally worked on the holiday.
- b) Paid holiday time does not count as hours worked when calculating overtime pay.
- c) An employee must be in pay status the day before and the day after a holiday to receive Holiday Pay.
- d) Terminating employees will not receive pay for holidays occurring after their last day worked.
- e) An employee must not extend their termination date to include forth coming holidays. Their last day of employment must be a working day.

Visit the Human Resources webpage to view the update Holiday schedule.

<http://jobs.georgiasouthern.edu>